

Third Year of the 2021-24 Three Year Cycle

Local Control and Accountability Plan

The instructions for completing the Local Control and Accountability Plan (LCAP) follow the template.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Pacific Crest Academy	Leslie Redkey	lredkey@eduhd.k12.ca.us

Plan Summary for the 2023-24 LCAP

General Information

A description of the LEA, its schools, and its students.

The EDUHSD Pacific Crest Academy at Shenandoah is the only dependent charter school within the El Dorado Union High School District. The Pacific Crest Academy is set in a rural landscape in the Sierra Foothills adjacent to the Union Mine High School campus. EDUHSD Pacific Crest Academy provides an online blended learning model that utilizes Canvas, the same learning management system used by our local community college. Additionally, students use district approved Apex courses to fulfill elective requirements as needed.

The Pacific Crest Academy provides students with a comprehensive, individualized, and rigorous approach to their high school education. Students have the opportunity to complete district graduation requirements with the enhancement of concurrent enrollment at the other district high schools if schedules allow and they may also earn college credit enrolling in dual enrollment/advanced education courses through FLC.

Pacific Crest Academy accepts students from El Dorado County as well as any adjacent county. Because of our small size, many of our students join us for their first public school experience from home school, another charter, or private schools. Students at PCA are independently motivated and can work independently but also desire the direct instruction and on campus learning we offer.

In the past four years, our population has remained steady. We do not, however, have enough students to meet the subgroup threshold. Less than 1% of students are Foster Youth or EL. Our largest subgroup is Socio Economically Disadvantaged students which makes up 20% of our total population. This percentage has seen an upwards trend from 16% and 17% in the previous years.

Reflections: Successes

A description of successes and/or progress based on a review of the California School Dashboard (Dashboard) and local data.

A review of the California Dashboard shows us successes and challenges. Pacific Crest Academy has made great strides in student achievement. The 2018-19 ELA and Math scores were both on the rise with ELA increasing students who met or exceeded by 45%

from the previous year. (Note- there was no testing in 2020). That number continues to hold each year with more students showing at or above standard than their statewide peers and district peers. In Math, we saw a 17% increase to 66.7% in 2021 (no test in 2020), but show a dip back down to 42% in 2022. We have seen more variance, specifically in our math numbers since the start of the pandemic and continue to align goals and actions with a focus on these percentages.

Our Graduation rate continues to hold steady at or above 96%.

Our A-G rate varies a bit more in the 40-50% range. We would like to see this increase each year and are using the LCAP to help with this.

Reflections: Identified Need

A description of any areas that need significant improvement based on a review of Dashboard and local data, including any areas of low performance and significant performance gaps among student groups on Dashboard indicators, and any steps taken to address those areas.

Student performance in mathematics as measured by the California Assessment of Student Performance and Progress (CAASPP) continues to be an area of growth for the Pacific Crest Academy. In comparison to the rest of the district, students tend to not perform as well as their peers at comprehensive school sites. These scores have not stabilized and continue to vary year to year.

Steps taken: In 2019, we added an Algebra 2 prep section to our schedule to review algebra and geometry math skills students will need when they start Algebra 2 in the spring term. Previously, there had been a gap of 9 months where students may not have had math prior to starting Algebra 2. This has been successful with increasing confidence in math as well as student understanding once Algebra 2 begins. We also incentivize CAASPP review and practice sessions for juniors each year.

A-G completion rates are also lower than we would like to see.

Steps taken: We continue to focus on A-G completion- it has become a WASC Goal as well as an LCAP goal. Beginning in the 2020-21 school year, A-G completion is the proposed goal for each new student entering Pacific Crest Academy. Current students review their transcript every fall and spring with the counselor and/or administrator to determine college and career readiness. Advisory week lessons focus on college readiness as well as career planning. In the fall of 2022, we added a .5 counseling position specific to PCA. This has created an increase in the time our counselor is available and works with students on campus

Student wellness and its impact on academic outcomes is of concern as many students have identified as dealing with high levels of stress and suicidal ideation as measured by the California Healthy Kids Survey.

Steps taken: We have created a mentorship and strong leadership program on campus focused on building connections among students. EDUHSD has created Wellness Centers at each comprehensive site and we have a straight line of access to Union Mine's Wellness Center. All staff can refer students to this. Our counselor has had a greater involvement and presence on campus. Leadership also began doing monthly activities for all students to attend to create more community.

LCAP Highlights

A brief overview of the LCAP, including any key features that should be emphasized.

Pacific Crest Academy's LCAP places a strong emphasis on providing students the support they need to be successful in high school and beyond. In collaboration with the high school district, PCA identifies our levels of support as well as the drivers that would indicate a student's need for additional interventions. In its totality, Pacific Crest Academy's LCAP highlights our efforts to maintain a high level of academic achievement with an emphasis on supporting students academically, behaviorally, and socially as they pursue their post-secondary options. We also have an interest in embedding intervention within the school day.

The district has supported our need for greater college and career support by providing a part-time counselor designated to our program.

Over the next few years, PCA will utilize the one-time State and Federal funds to address the learning loss and achievement gaps associated with the California Public Health COVID-19 restrictions..

Comprehensive Support and Improvement

An LEA with a school or schools eligible for comprehensive support and improvement must respond to the following prompts.

Schools Identified

A list of the schools in the LEA that are eligible for comprehensive support and improvement.

N/A

Support for Identified Schools

A description of how the LEA has or will support its eligible schools in developing comprehensive support and improvement plans.

N/A

Monitoring and Evaluating Effectiveness

A description of how the LEA will monitor and evaluate the plan to support student and school improvement.

N/A

Stakeholder Engagement

A summary of the stakeholder process and how the stakeholder engagement was considered before finalizing the LCAP.

Due to California Public Health Department COVID-19 restrictions, there were challenges with stakeholder engagements. Most engagement took place virtually via surveys or zoom meetings. Parents were surveyed in English and Spanish. Staff were surveyed. Our Charter Advisory Committee developed the LCAP so that it outlines our specific goals that require LCAP support. Students were surveyed using the California Healthy Kids Survey.

Stakeholders involved on the School Site Council/Charter Advisory included the Principal, two classroom teachers, two classified school staff, two parents, two students, a member of EDUHSD Cabinet and one school board member. All stakeholders provided feedback and recommendations which have been culminated into the current plans

A summary of the feedback provided by specific stakeholder groups.

Given the challenges associated with the COVID-19 pandemic, much of the feedback focused on teaching and learning under COVID-19 restrictions and overcoming learning loss.

All stakeholders were involved in a transparent analysis of site and district data which included data specific to the goals and services noted in the previous SPSA and LCAP. A thorough analysis of this data was undertaken over the course of several meetings throughout the fall and spring of the 2021-22 school year. As a group, we met in person with some members joining online if necessary for their schedules.

The Charter Advisory Committee met and discussed each goal, actions, and funds.

A description of the aspects of the LCAP that were influenced by specific stakeholder input.

The entire LCAP is a reflection of the needs of the school community. The 2021-22 school year provided a unique opportunity to implement one-time innovative actions and services to address learning loss associated with COVID-19 restrictions. In years beyond 2021-22, the focus will be on using existing resources to ensure the stated goals are met. The community is looking forward to moving beyond the pandemic.

Therefore, stakeholder feedback has influenced this narrative by creating the expectation that we return to greater in-person programming that

includes the full array of offerings. More specifically, Pacific Crest Academy joined the District in offering Summer School in 2021 and 2022 to allow for additional instructional opportunities for students to meet graduation and college entrance requirements. Additional student Chromebooks were being purchased to meet the newly learned and effective teaching strategies that utilize instructional technology as well as provide Chromebooks for students to be able to checkout for use at home. When students are not on campus, they can still attend class or access their work using a Chromebook.

Increased professional development is being offered to help school faculty collaborate on best practices to support students academically

and social emotionally. Curriculum specific Professional Development is being offered in each core subject area as well. Teachers from all schools are able to attend these offerings, only furthering collaboration across sites on essential standards, best practices, and assessment practices.

Goals and Actions

Goal

Goal #	Description
1	Improve student outcomes in Mathematics as measured by the CAASPP and the pass rate for students in mathematics courses.

An explanation of why the LEA has developed this goal.

Student performance in mathematics as measured by the California Assessment of Student Performance and Progress continues to be an area of growth for Pacific Crest Academy. Since the COVID 19 pandemic and moves to various types of distanced and hybrid learning environments, this continues to be a goal as it relates to our dashboard and we anticipate many students being behind in math skills in the out years.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Increase the percentage of students who achieve standard met or standard exceeded on the California Assessment of Student Performance for Mathematics assessments.	2019 CAASPP mathematics: 50% of students met or exceeded standards	2021 CAASPP results for Mathematics: 67% of students met or exceeded standards.	2022 CAASPP results for Mathematics: 42% of students met or exceeded standards	[Insert outcome here]	60% of students meet or exceed standards.
The number of students earning grades of C or higher in mathematics courses will increase. An emphasis will be placed on improving these rates for low socioeconomic students, foster youth, and English learners.	88% of students earned C or better in mathematics courses	For both semesters: Algebra 1- 91% of students earned a C or better Geometry- 84% of students earned a C or better	For both semesters: Algebra 1- 90% of students earned a C or better Geometry- 84% of students earned a C or better	[Insert outcome here]	90% of students will earn a C or better in mathematics courses

		Algebra 2- 80% of students earned a C or better.	Algebra 2- 94% of students earned a C or better		
Maintain the percentage of students who pass both semesters of Algebra 1 with a C or better.	90% of students passed both semester of Algebra 1 with a C or higher in 2019-20 (Students were able to take a P in the second semester, so this number may not reflect accurate letter grades)	89% of students earned a C or better in the first semester 93% of students earned a C or better in the second semester.	100% of students earned a C or better in Semester 1. 82% of students earned a C or better in Semester 2	[Insert outcome here]	90% of students will earn letter grades of C or better in both semesters

Actions

Action #	Title	Description	Total Funds	Contributing
1	Assessment and Remediation	Assessment/remediation for incoming/new students, especially those that have shown prior weakness in mathematics courses, to determine need for remediation. (MTSS Level 2) Math XL will be utilized.	[\$750]	Y
2	Math Tutorial	Additionally, an Algebra 2 prep elective class has been added in the fall (1 period a week) to prepare and review math concepts before the class begins in the spring term.	[\$7000]	Y
3	Spring Math Refresher Sessions	Host spring refresher sessions for CAASPP math testing. Many juniors haven't had math in several months prior to taking the CAASPP test in the spring. We will host review sessions and incentivize it so that students can have a brief review prior to taking the test.	\$500	Y
4	Math XL	Purchasing Math XL licenses to identify gaps and assess/improve skills while continuing with the curriculum	\$500	Y

5	NWEA MAP Assessment	Implementation of an In School assessment to see where student are at quarterly.Results allow for targeted instruction in math and English	\$2000	Y
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Goal Analysis [LCAP Year]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

Pacific Crest Academy has continuously focused on increasing math readiness, completion of math courses, and CAASPP scores for mathematics. This is also a goal within our WASC report.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

None

An explanation of how effective the specific actions were in making progress toward the goal.

While we were able to fully implement the action in the 2019-20 school year, COVID distance learning did not provide data to verify CAASPP scores for 2020. The CAASPP was given in the spring of 2021 and we saw great progress on this goal with over 60% of students having met or exceeded standard. However, in 2022, scores decreased below the 50% goal mark.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

This goal will remain the same since we continue to see fluctuations in scores. Due to the variety of environments of learning during the past three school years, we do anticipate a gap in math skills among students entering Pacific Crest Academy from various schools. We will continue the actions and budget items to support this goal. Adding in the NWEA MAP Growth Assessments is an effort to be able to see where students' may have gaps in learning so that we can address those at the same time as learning math in class.

A report of the Estimated Actual Expenditures for last year's actions may be found in the Annual Update Expenditures Table.

Goals and Actions

Goal

Goal #	Description
2	Prepare college-ready and career-ready students to successfully meet entrance and performance requirements of postsecondary institutions.

An explanation of why the LEA has developed this goal.

The primary purpose of secondary education is to prepare students for post-secondary transitions. Ensuring students are prepared for college or career is essential for a high school district. Through our WASC Self evaluation, we have made this part of our action plan as well.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Graduates meeting UC/CSU A-G requirements	2019- 46% 2020- 58%	2021- 48%	2022- 41%	[Insert outcome here]	60% or greater
Percentage of Graduates Meeting the College and Career Indicator	2020-81%	2021- 64%	Not reported to Dashboard 2022	[Insert outcome here]	Maintain 80% or greater
Graduates Completing an Internship or a CTE Pathway	2020- 25% completed and internship 1% completed a CTE Pathway	2021- 50% of seniors completed at least one internship. 8% began a CTE pathway and will complete it this year as adults in the program.	2022- 29% of seniors completed at least one internship. 19% were enrolled in and completed an ROP pathway program.	[Insert outcome here]	Combined completion of 50% or greater

Actions

Action #	Title	Description	Total Funds	Contributing
1	Career exploration	With the assistance of the Workplace Learning Coordinator and counselor, students will engage in comprehensive and developmental career and college exploration activities multiple times per year utilizing Advisory weeks to do so.	\$0 (built in to schedule and .1 FTE counselor)	Y
2	Course options	Students will have access to a wide breadth of courses that will allow them to meet A-G course completion requirements. This will include online foreign language courses and VAPA through Folsom Lake College, Apex, or Edgenuity. PCA pays for supplies for Dual Enrollment courses.	\$2500	Y
3	College/Career Planning with Families	The director, counselor, and workplace learning coordinator will meet with students and families individually in need of additional guidance and resources to assist them in their career and college planning. Increase counselor FTE from .5 to .6 FTE to support student college/career planning.	\$17428	Y
4	Internships	The Workplace Learning Coordinator and Director will work to increase the number of students participating in the Internship program.	\$500	Y
5	Educational Software	Curriculum is more than textbooks. Students need access to high quality educational software for diagnostic testing, learning, and remediation. This includes NWEA MAP Growth Assessments	\$1000	Y
6	Career Print and Online Resources	Provides students with a college and career resource hub. A-G Posters. College Maps	\$500	Y
7	Marketing for the Internship Program	Provide potential new students with information regarding internships- brochure, flier, etc.	\$500	Y
8	College Field Trip and Tours	Support a college going culture and allow students to explore college campuses, CSU Sacramento, UC Davis, Forestry Challenge	\$1000	Y

9	Technology hardware	Outdated chromebooks do not allow students to access Canvas. New updated chromebooks need to be purchased to support student success academically.	\$1,000	Y
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Goal Analysis [LCAP Year]

An analysis of how this goal was carried out in the previous year.

A description of any substantive differences in planned actions and actual implementation of these actions.

NA

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

None

An explanation of how effective the specific actions were in making progress toward the goal.

Advisory was utilized for college and career each month. A representative from ROP gave presentations to all 10th and 11th graders regarding the array of programs offered in our county.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

Items in red are newly added actions for the 2022-23 school year. Given a new counselor with a wealth of experience with College and Career Planning, our focus on educating students and parents has become a greater priority. Supporting our goal of all students planning to complete A-G requirements is being strongly implemented. We have a new Internship Coordinator (Workplace Learning Coordinator) who has had to learn and rebuild the program as well.

A report of the Estimated Actual Expenditures for last year's actions may be found in the Annual Update Expenditures Table.

Goals and Actions

Goal

Goal #	Description
3	All students at the Pacific Crest Academy will learn in a supportive, connected, and safe environment.

An explanation of why the LEA has developed this goal.

We recognize that according to our California Healthy Kids Survey, we continue to have room for growth with students' social emotional health and well being.

Measuring and Reporting Results

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for 2023–24
Decrease student reported levels of chronic sadness/hopelessness/anxiety as measured by the Healthy Kids Survey and other metrics to be identified	On the 2018-19 CHKS, 38% of 9th and 48% of 11th grade students indicated experiencing feelings of chronic sadness/hopelessness. 2019-2020, 12% of 9th and 50% of 11th graders reported this.	On the 2020-2021 CHKS, 31% of 9th grade and 39% of 11th graders reported experiencing feelings of chronic sadness/hopelessness.	On the 2021-22 CHKS, 7% of 9th grade and 52% of 11th graders reported experiencing feelings of chronic sadness/hopelessness.	[Insert outcome here]	Less than 30%
Expansion or and participation in the mentor program	Implementation phase	20 students are currently enrolled and receiving credit as an Academic Peer Tutor. Leadership class also provides mentor roles for students.	18 students accepted and worked with a peer mentor and 11 students received regular academic peer tutoring in the areas of math and English.	[Insert outcome here]	100% of new 9th and 10th grade students will participate in the mentorship program for at least 1 year by the end of their junior year cohort.

		All 9th graders have been paired with a mentor.			
[Respond here]	[Respond here]	[Insert outcome here]	[Insert outcome here]	[Insert outcome here]	[Respond here]

Actions

Action #	Title	Description	Total Funds	Contributing
1	Counselor support	<p>Increase Counseling time from .5 to .6 FTE The counselor will utilize weekly allotment of time at the Pacific Crest Academy to seek out and assist students who are struggling with personal/social issues, specifically, 9th and 10th grade new students either individually or in small groups.</p> <p>Check ins with mentors will occur frequently.</p> <p>When appropriate, the counselor will work with families, district, and community stakeholders to identify resources to assist the student/family.</p>	[\$17,428]	Y
2	UMHS Wellness center	Utilize the referral process to the Union Mine High School Wellness Center operated by the Sierra Family and Child Services to support students	[\$0]	Y
3	Professional Development	Professional Development for all Pacific Crest Academy Staff in student mental wellness, stress reduction techniques, and ways to assist students with anxiety.	[\$0-2022-2026 provided through Grants]	Y
4	Mentor Training	<p>Provide training through counselor or other contracted services for student mentors (Link Crew, for example)</p> <p>Utilize advisory weeks for connection building among mentor/mentee</p>	\$2000	Y
5	Community Building and Healthy habits	Providing some sort of monthly activity/check-in for students to engage in healthy habits- games, team building, etc.	\$500	Y
6	Student Connectedness	Character awards, positive postcards, positive reinforcements for students from staff.	\$200	Y

7	FLC Peer Tutoring Course	FLC will be offering a district dual enrollment class LTAT 310- 1 unit-Introduction to Individual Peer Tutoring- that emphasizes evidence based, collaborative, interactive approaches to learning. This will help continue to build our peer tutoring program.	\$0	N
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Goal Analysis [LCAP Year]

An analysis of how this goal was carried out in the previous year.

An explanation of material differences between Budgeted Expenditures and Estimated Actual Expenditures.

None

An explanation of how effective the specific actions were in making progress toward the goal.

While results on the survey were improved significantly from 9th grade reports, cohort results increased from 9th (2021) to 11th grade (2022). We would like to see this number continue to decrease annually and stay low across the same cohorts of students.

A description of any changes made to the planned goal, metrics, desired outcomes, or actions for the coming year that resulted from reflections on prior practice.

The implementation of the Mentor program was well received. Leadership will continue to offer activities frequently to bring students together in a non-academic setting.

A report of the Estimated Actual Expenditures for last year's actions may be found in the Annual Update Expenditures Table.

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students [LCAP Year]

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
3.18%	\$39,763

The Budgeted Expenditures for Actions identified as Contributing may be found in the Increased or Improved Services Expenditures Table.

Required Descriptions

For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.

The El Dorado Pacific Crest Academy minimum proportionality is 1.71%. While the overall population of unduplicated students is small, these funds are used to improve educational outcomes for economically disadvantaged students, foster youth, and English learners. The El Dorado Pacific Crest Academy is using supplemental funds to improve academic outcomes for unduplicated count students and address the behavioral/mental health needs of these students.

A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.

Through the implementation and application of a Multi-Tiered Systems of Supports (MTSS) model, increased access to level 2 and 3 supports is essential for these students. Tier 2 and tier 3 interventions are being provided to these students to insure they have the academic and behavioral support needed to succeed. MTSS Level 2-3 Supports Funded with Supplemental Funds:

1. Digital remediation curriculum in Mathematics
2. Sections dedicated to Math Support Class
3. Increased services/time for Workplace Learning Coordinator
4. Counseling services through counselor and Sierra Family and Child Services

Instructions

[Plan Summary](#)

[Stakeholder Engagement](#)

[Goals and Actions](#)

[Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students](#)

For additional questions or technical assistance related to the completion of the LCAP template, please contact the local COE, or the California Department of Education's (CDE's) Local Agency Systems Support Office by phone at 916-319-0809 or by email at lcff@cde.ca.gov.

Introduction and Instructions

The Local Control Funding Formula (LCFF) requires LEAs to engage their local stakeholders in an annual planning process to evaluate their progress within eight state priority areas encompassing all statutory metrics (COEs have ten state priorities). LEAs document the results of this planning process in the Local Control and Accountability Plan (LCAP) using the template adopted by the State Board of Education.

The LCAP development process serves three distinct, but related functions:

- **Comprehensive Strategic Planning:** The process of developing and annually updating the LCAP supports comprehensive strategic planning (California *Education Code* [EC] 52064(e)(1)). Strategic planning that is comprehensive connects budgetary decisions to teaching and learning performance data. Local educational agencies (LEAs) should continually evaluate the hard choices they make about the use of limited resources to meet student and community needs to ensure opportunities and outcomes are improved for all students.
- **Meaningful Stakeholder Engagement:** The LCAP development process should result in an LCAP that reflects decisions made through meaningful stakeholder engagement (EC 52064(e)(1)). Local stakeholders possess valuable perspectives and insights about an LEA's programs and services. Effective strategic planning will incorporate these perspectives and insights in order to identify potential goals and actions to be included in the LCAP.
- **Accountability and Compliance:** The LCAP serves an important accountability function because aspects of the LCAP template require LEAs to show that they have complied with various requirements specified in the LCFF statutes and regulations, most notably:

- Demonstrating that LEAs are increasing or improving services for foster youth, English learners, and low-income students in proportion to the amount of additional funding those students generate under LCFF (*EC 52064(b)(4-6)*).
- Establishing goals, supported by actions and related expenditures, that address the statutory priority areas and statutory metrics (*EC 52064(b)(1) & (2)*).
- Annually reviewing and updating the LCAP to reflect progress toward the goals (*EC 52064(b)(7)*).

The LCAP template, like each LEA's final adopted LCAP, is a document, not a process. LEAs must use the template to memorialize the outcome of their LCAP development process, which should: (a) reflect comprehensive strategic planning (b) through meaningful engagement with stakeholders that (c) meets legal requirements, as reflected in the final adopted LCAP. The sections included within the LCAP template do not and cannot reflect the full development process, just as the LCAP template itself is not intended as a stakeholder engagement tool.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in *EC* sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

The revised LCAP template for the 2021–22, 2022–23, and 2023–24 school years reflects statutory changes made through Assembly Bill 1840 (Committee on Budget), Chapter 243, Statutes of 2018. These statutory changes enhance transparency regarding expenditures on actions included in the LCAP, including actions that contribute to meeting the requirement to increase or improve services for foster youth, English learners, and low-income students, and to streamline the information presented within the LCAP to make adopted LCAPs more accessible for stakeholders and the public.

At its most basic, the adopted LCAP should attempt to distill not just what the LEA is doing, but also allow stakeholders to understand why, and whether those strategies are leading to improved opportunities and outcomes for students. LEAs are strongly encouraged to use language and a level of detail in their adopted LCAPs intended to be meaningful and accessible for the LEA's diverse stakeholders and the broader public.

In developing and finalizing the LCAP for adoption, LEAs are encouraged to keep the following overarching frame at the forefront of the strategic planning and stakeholder engagement functions:

Given present performance across the state priorities and on indicators in the California School Dashboard, how is the LEA using its budgetary resources to respond to student and community needs, and address any performance gaps, including by meeting its obligation to increase or improve services for foster youth, English learners, and low-income students?

LEAs are encouraged to focus on a set of metrics or a set of actions that the LEA believes, based on input gathered from stakeholders, research, and experience, will have the biggest impact on behalf of its students.

These instructions address the requirements for each section of the LCAP, but may include information about effective practices when developing the LCAP and completing the LCAP itself. Additionally, information is included at the beginning of each section emphasizing the purpose that each section serves.

Plan Summary

Purpose

A well-developed Plan Summary section provides a meaningful context for the LCAP. This section provides information about an LEA's community as well as relevant information about student needs and performance. In order to provide a meaningful context for the rest of the LCAP, the content of this section should be clearly and meaningfully related to the content included in the subsequent sections of the LCAP.

Requirements and Instructions

General Information – Briefly describe the students and community. For example, information about an LEA in terms of geography, enrollment, or employment, the number and size of specific schools, recent community challenges, and other such information as an LEA wishes to include can enable a reader to more fully understand an LEA's LCAP.

Reflections: Successes – Based on a review of performance on the state indicators and local performance indicators included in the Dashboard, progress toward LCAP goals, local self-assessment tools, stakeholder input, and any other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying specific examples of how past increases or improvements in services for foster youth, English learners, and low-income students have led to improved performance for these students.

Reflections: Identified Need – Referring to the Dashboard, identify: (a) any state indicator for which overall performance was in the “Red” or “Orange” performance category or any local indicator where the LEA received a “Not Met” or “Not Met for Two or More Years” rating AND (b) any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these areas of low performance and performance gaps? Other needs may be identified using locally collected data including data collected to inform the self-reflection tools and reporting local indicators on the Dashboard.

LCAP Highlights – Identify and briefly summarize the key features of this year's LCAP.

Comprehensive Support and Improvement – An LEA with a school or schools identified for comprehensive support and improvement (CSI) under the Every Student Succeeds Act must respond to the following prompts:

- **Schools Identified:** Identify the schools within the LEA that have been identified for CSI.

- **Support for Identified Schools:** Describe how the LEA has or will support the identified schools in developing CSI plans that included a school-level needs assessment, evidence-based interventions, and the identification of any resource inequities to be addressed through the implementation of the CSI plan.
- **Monitoring and Evaluating Effectiveness:** Describe how the LEA will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.

Stakeholder Engagement

Purpose

Significant and purposeful engagement of parents, students, educators, and other stakeholders, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. Consistent with statute, such stakeholder engagement should support comprehensive strategic planning, accountability, and improvement across the state priorities and locally identified priorities (*EC 52064(e)(1)*). Stakeholder engagement is an ongoing, annual process.

This section is designed to reflect how stakeholder engagement influenced the decisions reflected in the adopted LCAP. The goal is to allow stakeholders that participated in the LCAP development process and the broader public understand how the LEA engaged stakeholders and the impact of that engagement. LEAs are encouraged to keep this goal in the forefront when completing this section.

Statute and regulations specify the stakeholder groups that school districts and COEs must consult when developing the LCAP: teachers, principals, administrators, other school personnel, local bargaining units of the LEA, parents, and students. Before adopting the LCAP, school districts and COEs must share it with the Parent Advisory Committee and, if applicable, to its English Learner Parent Advisory Committee. The superintendent is required by statute to respond in writing to the comments received from these committees. School districts and COEs must also consult with the special education local plan area administrator(s) when developing the LCAP. Statute requires charter schools to consult with teachers, principals, administrators, other school personnel, parents, and students in developing the LCAP. The LCAP should also be shared with, and LEAs should request input from, schoolsite-level advisory groups, as applicable (e.g., schoolsite councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between schoolsite and district-level goals and actions.

Information and resources that support effective stakeholder engagement, define student consultation, and provide the requirements for advisory group composition, can be found under Resources on the following web page of the CDE's website:

<https://www.cde.ca.gov/re/lc/>.

Requirements and Instructions

Below is an excerpt from the 2018–19 *Guide for Annual Audits of K–12 Local Education Agencies and State Compliance Reporting*, which is provided to highlight the legal requirements for stakeholder engagement in the LCAP development process:

Local Control and Accountability Plan:

For county offices of education and school districts only, verify the LEA:

- a) Presented the local control and accountability plan to the parent advisory committee in accordance with Education Code section 52062(a)(1) or 52068(a)(1), as appropriate.
- b) If applicable, presented the local control and accountability plan to the English learner parent advisory committee, in accordance with Education Code section 52062(a)(2) or 52068(a)(2), as appropriate.
- c) Notified members of the public of the opportunity to submit comments regarding specific actions and expenditures proposed to be included in the local control and accountability plan in accordance with Education Code section 52062(a)(3) or 52068(a)(3), as appropriate.
- d) Held at least one public hearing in accordance with Education Code section 52062(b)(1) or 52068(b)(1), as appropriate.
- e) Adopted the local control and accountability plan in a public meeting in accordance with Education Code section 52062(b)(2) or 52068(b)(2), as appropriate.

Prompt 1: “A summary of the stakeholder process and how the stakeholder engagement was considered before finalizing the LCAP.”

Describe the stakeholder engagement process used by the LEA to involve stakeholders in the development of the LCAP, including, at a minimum, describing how the LEA met its obligation to consult with all statutorily required stakeholder groups as applicable to the type of LEA. A sufficient response to this prompt must include general information about the timeline of the process and meetings or other engagement strategies with stakeholders. A response may also include information about an LEA’s philosophical approach to stakeholder engagement.

Prompt 2: “A summary of the feedback provided by specific stakeholder groups.”

Describe and summarize the stakeholder feedback provided by specific stakeholders. A sufficient response to this prompt will indicate ideas, trends, or inputs that emerged from an analysis of the feedback received from stakeholders.

Prompt 3: “A description of the aspects of the LCAP that were influenced by specific stakeholder input.”

A sufficient response to this prompt will provide stakeholders and the public clear, specific information about how the stakeholder engagement process influenced the development of the LCAP. The response must describe aspects of the LCAP that were influenced by or developed in response to the stakeholder feedback described in response to Prompt 2. This may include a description of how the LEA prioritized stakeholder requests within the context of the budgetary resources available or otherwise prioritized areas of focus within the LCAP. For the purposes of this prompt, “aspects” of an LCAP that may have been influenced by stakeholder input can include, but are not necessarily limited to:

- Inclusion of a goal or decision to pursue a Focus Goal (as described below)
- Inclusion of metrics other than the statutorily required metrics
- Determination of the desired outcome on one or more metrics
- Inclusion of performance by one or more student groups in the Measuring and Reporting Results subsection
- Inclusion of action(s) or a group of actions
- Elimination of action(s) or group of actions
- Changes to the level of proposed expenditures for one or more actions
- Inclusion of action(s) as contributing to increased or improved services for unduplicated services
- Determination of effectiveness of the specific actions to achieve the goal
- Determination of material differences in expenditures
- Determination of changes made to a goal for the ensuing LCAP year based on the annual update process
- Determination of challenges or successes in the implementation of actions

Goals and Actions

Purpose

Well-developed goals will clearly communicate to stakeholders what the LEA plans to accomplish, what the LEA plans to do in order to accomplish the goal, and how the LEA will know when it has accomplished the goal. A goal statement, associated metrics and expected outcomes, and the actions included in the goal should be in alignment. The explanation for why the LEA included a goal is an opportunity for LEAs to clearly communicate to stakeholders and the public why, among the various strengths and areas for improvement highlighted by performance data and strategies and actions that could be pursued, the LEA decided to pursue this goal, and the related metrics, expected outcomes, actions, and expenditures.

A well-developed goal can be focused on the performance relative to a metric or metrics for all students, a specific student group(s), narrowing performance gaps, or implementing programs or strategies expected to impact outcomes. LEAs should assess the performance of their student groups when developing goals and the related actions to achieve such goals.

Requirements and Instructions

LEAs should prioritize the goals, specific actions, and related expenditures included within the LCAP within one or more state priorities. LEAs should consider performance on the state and local indicators, including their locally collected and reported data for the local indicators that are included in the Dashboard in determining whether and how to prioritize its goals within the LCAP.

In order to support prioritization of goals, the LCAP template provides LEAs with the option of developing three different kinds of goals:

- **Focus Goal:** A Focus Goal is relatively more concentrated in scope and may focus on a fewer number of metrics to measure improvement. A Focus Goal statement will be time bound and make clear how the goal is to be measured.

- **Broad Goal:** A Broad Goal is relatively less concentrated in its scope and may focus on improving performance across a wide range of metrics.
- **Maintenance of Progress Goal:** A Maintenance of Progress Goal includes actions that may be ongoing without significant changes and allows an LEA to track performance on any metrics not addressed in the other goals of the LCAP.

At a minimum, the LCAP must address all LCFF priorities and associated metrics.

Focus Goal(s)

Goal Description: The description provided for a Focus Goal must be specific, measurable, and time bound. An LEA develops a Focus Goal to address areas of need that may require or benefit from a more specific and data intensive approach. The Focus Goal can explicitly reference the metric(s) by which achievement of the goal will be measured and the time frame according to which the LEA expects to achieve the goal.

Explanation of why the LEA has developed this goal: Explain why the LEA has chosen to prioritize this goal. An explanation must be based on Dashboard data or other locally collected data. LEAs must describe how the LEA identified this goal for focused attention, including relevant consultation with stakeholders. LEAs are encouraged to promote transparency and understanding around the decision to pursue a focus goal.

Broad Goal

Goal Description: Describe what the LEA plans to achieve through the actions included in the goal. The description of a broad goal will be clearly aligned with the expected measurable outcomes included for the goal. The goal description organizes the actions and expected outcomes in a cohesive and consistent manner. A goal description is specific enough to be measurable in either quantitative or qualitative terms. A broad goal is not as specific as a focus goal. While it is specific enough to be measurable, there are many different metrics for measuring progress toward the goal.

Explanation of why the LEA has developed this goal: Explain why the LEA developed this goal and how the actions and metrics grouped together will help achieve the goal.

Maintenance of Progress Goal

Goal Description: Describe how the LEA intends to maintain the progress made in the LCFF State Priorities not addressed by the other goals in the LCAP. Use this type of goal to address the state priorities and applicable metrics not addressed within the other goals in the LCAP. The state priorities and metrics to be addressed in this section are those for which the LEA, in consultation with stakeholders, has determined to maintain actions and monitor progress while focusing implementation efforts on the actions covered by other goals in the LCAP.

Explanation of why the LEA has developed this goal: Explain how the actions will sustain the progress exemplified by the related metrics.

Measuring and Reporting Results:

For each LCAP year, identify the metric(s) that the LEA will use to track progress toward the expected outcomes. LEAs are encouraged to identify metrics for specific student groups, as appropriate, including expected outcomes that would reflect narrowing of any existing performance gaps.

Include in the baseline column the most recent data associated with this metric available at the time of adoption of the LCAP for the first year of the three-year plan. LEAs may use data as reported on the 2019 Dashboard for the baseline of a metric only if that data represents the most recent available (e.g. high school graduation rate).

Using the most recent data available may involve reviewing data the LEA is preparing for submission to the California Longitudinal Pupil Achievement Data System (CALPADS) or data that the LEA has recently submitted to CALPADS. Because final 2020–2021 outcomes on some metrics may not be computable at the time the 2021–24 LCAP is adopted (e.g. graduation rate, suspension rate), the most recent data available may include a point in time calculation taken each year on the same date for comparability purposes.

The baseline data shall remain unchanged throughout the three-year LCAP.

Complete the table as follows:

- **Metric:** Indicate how progress is being measured using a metric.
- **Baseline:** Enter the baseline when completing the LCAP for 2021–22. As described above, the baseline is the most recent data associated with a metric. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 1 Outcome:** When completing the LCAP for 2022–23, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 2 Outcome:** When completing the LCAP for 2023–24, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above.
- **Year 3 Outcome:** When completing the LCAP for 2024–25, enter the most recent data available. Indicate the school year to which the data applies, consistent with the instructions above. The 2024–25 LCAP will be the first year in the next three-year cycle. Completing this column will be part of the Annual Update for that year.
- **Desired Outcome for 2023-24:** When completing the first year of the LCAP, enter the desired outcome for the relevant metric the LEA expects to achieve by the end of the 2023–24 LCAP year.

Timeline for completing the “**Measuring and Reporting Results**” part of the Goal.

Metric	Baseline	Year 1 Outcome	Year 2 Outcome	Year 3 Outcome	Desired Outcome for Year 3 (2023-24)
Enter information in this box when completing the LCAP for 2021–22 .	Enter information in this box when completing the LCAP for 2021–22 .	Enter information in this box when completing the LCAP for 2022–23 . Leave blank until then.	Enter information in this box when completing the LCAP for 2023–24 . Leave blank until then.	Enter information in this box when completing the LCAP for 2024–25 . Leave blank until then.	Enter information in this box when completing the LCAP for 2021–22 .

The metrics may be quantitative or qualitative; but at minimum, an LEA’s LCAP must include goals that are measured using all of the applicable metrics for the related state priorities, in each LCAP year as applicable to the type of LEA. To the extent a state priority does not specify one or more metrics (e.g., implementation of state academic content and performance standards), the LEA must identify a metric to use within the LCAP. For these state priorities, LEAs are encouraged to use metrics based on or reported through the relevant self-reflection tool for local indicators within the Dashboard.

Actions: Enter the action number. Provide a short title for the action. This title will also appear in the expenditure tables. Provide a description of the action. Enter the total amount of expenditures associated with this action. Budgeted expenditures from specific fund sources will be provided in the summary expenditure tables. Indicate whether the action contributes to meeting the increase or improved services requirement as described in the Increased or Improved Services section using a “Y” for Yes or an “N” for No. (Note: for each such action offered on an LEA-wide or schoolwide basis, the LEA will need to provide additional information in the Increased or Improved Summary Section to address the requirements in *California Code of Regulations*, Title 5 [5 CCR] Section 15496(b) in the Increased or Improved Services Section of the LCAP).

Actions for English Learners: School districts, COEs, and charter schools that have a numerically significant English learner student subgroup must include specific actions in the LCAP related to, at a minimum, the language acquisition programs, as defined in EC Section 306, provided to students and professional development activities specific to English learners.

Actions for Foster Youth: School districts, COEs, and charter schools that have a numerically significant Foster Youth student subgroup are encouraged to include specific actions in the LCAP designed to meet needs specific to Foster Youth students.

Goal Analysis:

Enter the LCAP Year

Using actual annual measurable outcome data, including data from the Dashboard, analyze whether the planned actions were effective in achieving the goal. Respond to the prompts as instructed.

- Describe the overall implementation of the actions to achieve the articulated goal. Include a discussion of relevant challenges and successes experienced with the implementation process. This must include any instance where the LEA did not implement a planned action or implemented a planned action in a manner that differs substantively from how it was described in the adopted LCAP.
- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures. Minor variances in expenditures do not need to be addressed, and a dollar-for-dollar accounting is not required.
- Describe the effectiveness of the specific actions to achieve the articulated goal as measured by the LEA. In some cases, not all actions in a goal will be intended to improve performance on all of the metrics associated with the goal. When responding to this prompt, LEAs may assess the effectiveness of a single action or group of actions within the goal in the context of performance on a single metric or group of specific metrics within the goal that are applicable to the action(s). Grouping actions with metrics will allow for more robust analysis of whether the strategy the LEA is using to impact a specified set of metrics is working and increase transparency for stakeholders. LEAs are encouraged to use such an approach when goals include multiple actions and metrics that are not closely associated.
- Describe any changes made to this goal, expected outcomes, metrics, or actions to achieve this goal as a result of this analysis and analysis of the data provided in the Dashboard or other local data, as applicable.

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Purpose

A well-written Increased or Improved Services section provides stakeholders with a comprehensive description, within a single dedicated section, of how an LEA plans to increase or improved services for its unduplicated students as compared to all students and how LEA-wide or schoolwide actions identified for this purpose meet regulatory requirements. Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of stakeholders to facilitate their ability to provide input. An LEA's description in this section must align with the actions included in the Goals and Actions section as contributing.

Requirements and Instructions

This section must be completed for each LCAP year.

When developing the LCAP in year 2 or year 3, copy the “Increased or Improved Services” section and enter the appropriate LCAP year. Using the copy of the section, complete the section as required for the relevant LCAP year. Retain all prior year sections for each of the three years within the LCAP.

Percentage to Increase or Improve Services: Identify the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 CCR Section 15496(a)(7).

Increased Apportionment based on the enrollment of Foster Youth, English Learners, and Low-Income Students: Specify the estimate of the amount of funds apportioned on the basis of the number and concentration of unduplicated pupils for the LCAP year.

Required Descriptions:

For each action being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the goals for these students.

For each action included in the Goals and Actions section as contributing to the increased or improved services requirement for unduplicated pupils and provided on an LEA-wide or schoolwide basis, the LEA must include an explanation consistent with 5 CCR Section 15496(b). For any such actions continued into the 2021–24 LCAP from the 2017–2020 LCAP, the LEA must determine whether or not the action was effective as expected, and this determination must reflect evidence of outcome data or actual implementation to date.

Principally Directed and Effective: An LEA demonstrates how an action is principally directed towards and effective in meeting the LEA’s goals for unduplicated students when the LEA explains how:

- It considers the needs, conditions, or circumstances of its unduplicated pupils;
- The action, or aspect(s) of the action (including, for example, its design, content, methods, or location), is based on these considerations; and
- The action is intended to help achieve an expected measurable outcome of the associated goal.

As such, the response provided in this section may rely on a needs assessment of unduplicated students.

Conclusory statements that a service will help achieve an expected outcome for the goal, without an explicit connection or further explanation as to how, are not sufficient. Further, simply stating that an LEA has a high enrollment percentage of a specific student group or groups does not meet the increase or improve services standard because enrolling students is not the same as serving students.

For example, if an LEA determines that low-income students have a significantly lower attendance rate than the attendance rate for all students, it might justify LEA-wide or schoolwide actions to address this area of need in the following way:

After assessing the needs, conditions, and circumstances of our low-income students, we learned that the attendance rate of our low-income students is 7% lower than the attendance rate for all students. (Needs, Conditions, Circumstances [Principally Directed])

In order to address this condition of our low-income students, we will develop and implement a new attendance program that is designed to address some of the major causes of absenteeism, including lack of reliable transportation and food, as well as a school climate that does not emphasize the importance of attendance. Goal N, Actions X, Y, and Z provide additional transportation and nutritional resources as well as a districtwide educational campaign on the benefits of high attendance rates. (Contributing Action(s))

These actions are being provided on an LEA-wide basis and we expect/hope that all students with less than a 100% attendance rate will benefit. However, because of the significantly lower attendance rate of low-income students, and because the actions meet needs most associated with the chronic stresses and experiences of a socio-economically disadvantaged status, we expect that the attendance rate for our low-income students will increase significantly more than the average attendance rate of all other students. (Measurable Outcomes [Effective In])

COEs and Charter Schools: Describe how actions included as contributing to meeting the increased or improved services requirement on an LEA-wide basis are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above. In the case of COEs and charter schools, schoolwide and LEA-wide are considered to be synonymous.

For School Districts Only:

Actions Provided on an LEA-Wide Basis:

Unduplicated Percentage > 55%: For school districts with an unduplicated pupil percentage of 55% or more, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities as described above.

Unduplicated Percentage < 55%: For school districts with an unduplicated pupil percentage of less than 55%, describe how these actions are principally directed to and effective in meeting its goals for unduplicated pupils in the state and any local priorities. Also describe how the actions **are the most effective use of the funds** to meet these goals for its unduplicated pupils. Provide the basis for this determination, including any alternatives considered, supporting research, experience, or educational theory.

Actions Provided on a Schoolwide Basis:

School Districts must identify in the description those actions being funded and provided on a schoolwide basis, and include the required description supporting the use of the funds on a schoolwide basis.

For schools with 40% or more enrollment of unduplicated pupils: Describe how these actions are principally directed to and effective in meeting its goals for its unduplicated pupils in the state and any local priorities.

For school districts expending funds on a schoolwide basis at a school with less than 40% enrollment of unduplicated pupils: Describe how these actions are principally directed to and how the actions are the most effective use of the funds to meet its goals for foster youth, English learners, and low-income students in the state and any local priorities.

“A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.”

Consistent with the requirements of 5 CCR Section 15496, describe how services provided for unduplicated pupils are increased or improved by at least the percentage calculated as compared to the services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. Services are increased or improved by those actions in the LCAP that are included in the Goals and Actions section as contributing to the increased or improved services requirement. This description must address how these action(s) are expected to result in the required proportional increase or improvement in services for unduplicated pupils as compared to the services the LEA provides to all students for the relevant LCAP year.

Expenditure Tables

Complete the Data Entry table for each action in the LCAP. The information entered into this table will automatically populate the other Expenditure Tables. All information is entered into the Data Entry table. Do not enter data into the other tables.

The following expenditure tables are required to be included in the LCAP as adopted by the local governing board or governing body:

- Table 1: Actions
- Table 2: Total Expenditures
- Table 3: Contributing Expenditures
- Table 4: Annual Update Expenditures

The Data Entry table may be included in the LCAP as adopted by the local governing board or governing body, but is not required to be included.

In the Data Entry table, provide the following information for each action in the LCAP for the relevant LCAP year:

- **Goal #:** Enter the LCAP Goal number for the action.
- **Action #:** Enter the action's number as indicated in the LCAP Goal.
- **Action Title:** Provide a title of the action.
- **Student Group(s):** Indicate the student group or groups who will be the primary beneficiary of the action by entering "All", or by entering a specific student group or groups.
- **Increased / Improved:** Type "Yes" if the action **is** included as contributing to meeting the increased or improved services; OR, type "No" if the action is **not** included as contributing to meeting the increased or improved services.
- If "Yes" is entered into the Contributing column, then complete the following columns:
 - **Scope:** The scope of an action may be LEA-wide (i.e. districtwide, countywide, or charterwide), schoolwide, or limited. An action that is LEA-wide in scope upgrades the entire educational program of the LEA. An action that is schoolwide in scope upgrades the entire educational program of a single school. An action that is limited in its scope is an action that serves only one or more unduplicated student groups.
 - **Unduplicated Student Group(s):** Regardless of scope, contributing actions serve one or more unduplicated student groups. Indicate one or more unduplicated student groups for whom services are being increased or improved as compared to what all students receive.
 - **Location:** Identify the location where the action will be provided. If the action is provided to all schools within the LEA, the LEA must indicate "All Schools". If the action is provided to specific schools within the LEA or specific grade spans only, the LEA must enter "Specific Schools" or "Specific Grade Spans". Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades K-5), as appropriate.
- **Time Span:** Enter "ongoing" if the action will be implemented for an indeterminate period of time. Otherwise, indicate the span of time for which the action will be implemented. For example, an LEA might enter "1 Year", or "2 Years", or "6 Months".
- **Personnel Expense:** This column will be automatically calculated based on information provided in the following columns:
 - **Total Personnel:** Enter the total amount of personnel expenditures utilized to implement this action.
 - **Total Non-Personnel:** This amount will be automatically calculated.

- **LCFF Funds:** Enter the total amount of LCFF funds utilized to implement this action, if any. LCFF funds include all funds that make up an LEA's total LCFF target (i.e. base grant, grade span adjustment, supplemental grant, concentration grant, Targeted Instructional Improvement Block Grant, and Home-To-School Transportation).
- **Other State Funds:** Enter the total amount of Other State Funds utilized to implement this action, if any.
- **Local Funds:** Enter the total amount of Local Funds utilized to implement this action, if any.
- **Federal Funds:** Enter the total amount of Federal Funds utilized to implement this action, if any.
- **Total Funds:** This amount is automatically calculated based on amounts entered in the previous four columns.